

**NATIONAL PARK SERVICE**  
**DIRECTOR'S ORDER #50B AND REFERENCE MANUAL #50B**  
**OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

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**(Electronic copy. Signed original is on file in Office of Policy)**

## **DIRECTOR'S ORDER #50B: OCCUPATIONAL SAFETY AND HEALTH**

Approved:       /s/ Robert Stanton        
Director, National Park Service

Effective Date:       December 22, 1999      

Sunset Date:       December 22, 2003      

### **1. BACKGROUND AND PURPOSE**

The National Park Service (NPS) has a continuing concern about the health and safety of its employees and others who spend time in the parks—whether as visitors, volunteers, contractors, concession employees, or in any other capacity. Those who participate in work or recreational activities in the parks are always, to some extent, exposed to the risk of accident, injury or illness. In recognizing this, the NPS is committed to reducing these risks and the associated pain, suffering, and financial expense.

The overall purposes of the NPS risk management program are to establish and implement a continuously improving and measurable risk management process that: (1) provides for the occupational safety and health of NPS employees; (2) provides for the safety and health of the visiting public; and (3) maximizes the utilization of NPS human and physical resources, and minimizes monetary losses through effective workers' compensation case management. The primary focus of this Director's Order 50B is the occupational safety and health of NPS employees. Visitor safety and health is the primary focus of Director's Order 50C (in preparation as of this writing); and worker's compensation case management is the primary focus of Director's Order 50A.

NPS Guideline, NPS-50, is superseded and replaced by this Director's Order, and by Reference Manual 50B, which provides more detailed guidance on how the NPS will implement occupational safety and health management policies and procedures.

Special Directive 95-4 (governing automatic sprinkler and smoke detection requirements) is superseded and replaced by the policies, requirements, and responsibilities contained in this Director's Order, and by the Fire Safety section of Reference Manual 50B.

NPS Guideline NPS-14 (on the subject of cave radiation safety) is superseded and replaced by the policies, requirements, and responsibilities contained in this Director's Order, and by the Radiation section of Reference Manual 50B.

### **2. AUTHORITY TO ISSUE THIS DIRECTOR'S ORDER**

The authority to issue this Director's Order and the associated Reference Manual is contained in 16 U.S.C. 1 through 4 (the National Park Service Organic Act) and the delegations of authority contained in Part 245 of the Department of the Interior Manual.

Other important legal, regulatory, and policy requirements are contained in 29 USC 651-678, (the Occupational Safety and Health Act of 1970); Executive Order 12196 (Occupational Safety and Health Programs for Federal Employees); Title 29 of the Code of Federal Regulations (CFR), Part 1960 (Elements for Federal Employee Occupational Safety and Health Programs); and Director's Order #83: Public Health and Reference Manual 83.

### **3. POLICY, REQUIREMENTS, AND RESPONSIBILITIES**

This Director's Order sets forth the policy, requirements, and responsibilities for managing an effective Occupational Safety and Health program within the National Park Service.

#### **3.1 POLICY**

We hold the safety and health of the visiting public, our employees, contractors, and volunteers, to be a core value of the National Park Service. Therefore it is our policy to provide for a safe and healthful place of employment, and to protect Federal and private property from accidental damage or loss associated with National Park Service operations. To implement this policy, NPS employees will comply with Director's Orders #50A and #50B.

#### **3.2 REQUIREMENTS**

The National Park Service will:

**A.** Promote and enforce safe work practices and integrate safety and health into every operation and activity.

**B.** Require that employees<sup>1</sup> comply with the procedures in Reference Manual #50B: Occupational Safety and Health.

**C.** Meet or exceed all applicable statutory, regulatory, and policy requirements relating to safety, health, and the environment. Where conflicts arise between codes and standards, the more stringent requirement(s) will be used. If codes, standards, procedures, and guidelines do not exist, or those that exist are not adequate, appropriate requirements will be developed.

**D.** Manage Workers' Compensation (OWCP) cases, reducing OWCP lost work hours, due to injury or illness, to the lowest level possible, as required in Director's Order #50A: Workers' Compensation Case Management.

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<sup>1</sup> For the purposes of compliance with safety policy and procedure, "employees" also include volunteers and others who perform work under the direct supervision of the National Park Service.

- E.** Identify recognizable threats to employee safety and health and to the protection of property, by applying nationally accepted codes, standards, engineering principles, and the guidance contained in this Director's Order #50B. Where practicable and not detrimental to NPS mandates to preserve park resources, known hazards will be reduced or removed. If the hazard cannot be eliminated, efforts will be made to provide for persons' safety and health through other controls, including closures, guarding, signing, or other forms of education.
- F.** Evaluate occupational safety and health management programs annually, and revise as appropriate.
- G.** Inspect every NPS workplace, as outlined in Reference Manual #50B, section 4, and correct deficiencies in priority order to meet all applicable standards.
- H.** Report accidents/incidents on the Department of Interior Safety Management Information System (SMIS), and investigate them to identify causal factors and determine appropriate corrective actions.
- I.** Require that no employee be subjected to restraint, interference, coercion, discrimination, or reprisal for reporting an alleged unsafe or unhealthful working condition or act, or for otherwise participating in risk management activities.
- J.** Maintain a cadre of trained and qualified safety and health professionals to provide technical support and advice to all managers.
- K.** Provide employees the supervision, knowledge, equipment, and skills necessary to safely perform their assigned tasks.
- L.** Make safe behavior a condition of employment, and require that employees and supervisors work together to identify and mitigate unsafe and unhealthful conditions, activities, and behaviors.
- M.** Incorporate and enforce appropriate safety and health performance clauses in contracts, licenses, and permits, and establish a system of accountability for safety performance for all employees.
- N.** Establish procedures for structural fire prevention and fire protection, meeting the requirements of Reference Manual 50B, section 12, "Fire Safety," and Director's Order #58: Structural Fire.
- O.** Promote and enforce the safe operation of motor vehicles and equipment.

### **3.3 RESPONSIBILITIES**

## **A. Director**

1. Sets forth Service-wide occupational safety and health policies and goals, and establishes a system of accountability for accomplishment of those policies and goals.
2. Issues Director's Orders to meet safety and health needs of the Service.
3. Designates an Agency Safety and Health Official (Bureau DASHO).

## **B. Associate Director, Park Operations and Education**

1. Serves as the "Designated Agency Safety and Health Official" (DASHO) for the National Park Service. Participates in Departmental DASHO Council meetings.
2. Exercises the authority of the Director to develop and manage the Service's occupational safety and health program that results in the achievement of this policy.
3. Issues an occupational safety and health program reference manual (Reference Manual 50B) to provide detailed information on specific implementation requirements and strategies for an occupational safety and health program in the NPS.
4. Appoints and directly supervises the NPS Risk Management Program Manager (meeting OPM Standard GS-018/803). Provides adequate resources for the effective implementation and administration of the Program.
5. Appoints, or authorizes the appointment of, a Serious Accident Investigation Team Leader for the immediate investigation of serious accidents involving the National Park Service.
6. Authorizes a Risk Management Council for the purpose of providing advice and assistance to the NPS Risk Management Program Office and to the Service's Designated Agency Safety and Health Official (DASHO) on policy, programs, and concerns that are national in scope.
7. Authorizes an evaluation of regional and service centers' risk management programs, at least once every 3 years.

## **C. Program Manager, Risk Management Program**

1. Serves as a professional advisor/consultant to assist the Associate Director, Park Operations and Education, and the National Leadership Council in their development of Service-wide risk management policy, direction, and goals.
2. Conducts, or coordinates periodic program reviews of Regions and Centers, at least once every three years.

3. Provides professional occupational safety and health program assistance, and manages resources in support of Service-wide policy and programs
4. Provides data to managers relating to employee occupational injuries and illnesses.
5. Participates in the Department's Safety and Health Council.
6. Serves as a liaison, and coordinates activities between the Occupational Safety and Health Administration (OSHA) and the National Park Service.

#### **D. Regional Director**

1. Provides leadership and guidance to accomplish NPS risk management policies and goals, and holds operating unit managers accountable for implementing effective occupational safety and health management systems.
2. Appoints a Regional Risk Manager.
3. Prepares an annual risk management work plan.
4. Provides periodic program review of park units using the Risk Management Program Elements as minimum criteria, at least once every three years.
5. Recognizes and rewards safety achievement.
6. Appoints a senior subordinate to serve as the regional Designated Safety and Health Official (DSHO).
7. Appoints two regional representatives to the Risk Management Council: 1) a Regional Risk Manager, and 2) a person representing an Operations discipline from a park.
8. Determines whether site managers have an effective occupational safety and health process. Takes action to make sure that those who do not have this process in place will establish such a process that effectively reduces employee injuries and illnesses. Holds each accountable for failure to do so.

#### **E. Regional Risk Manager**

1. Serves as a professional advisor/consultant on occupational safety and health issues/matters for the regional director, regional DSHO, operating unit managers, and safety personnel.
2. Advises the regional director on the status of park occupational safety and health efforts. Evaluates park programs to determine progress/status at least once every three years, based on the Risk Management Program Elements as a minimum.
3. Provides regular and repeated counsel to individual field unit managers with sustained high

accident rates to improve their safety record.

4. Represents the region as a member of the national Risk Management Council.

**F. Operating Unit Manager (Superintendent/Center/Unit/Office Manager)**

1. Responsible for compliance with Director's Orders #50A and #50B, and achieving all GPRA goals associated with occupational safety and health.

2. Provides employees and volunteers protection from adverse work and/or environmental conditions, or substances that may cause injury or illness.

3. Implements and enforces occupational safety standards and procedures to prevent injuries, illnesses, and property losses, and to reduce exposure to legal liability.

4. Identifies, evaluates, and controls occupational health hazards, and where they cannot be controlled, protects the health of at-risk employees. Procedures for managing specific occupational health hazards are found in Reference Manual 50B.

5. Encourages employee participation and involvement in the development, promotion, and implementation of the occupational safety and health program.

6. Develops, implements, and keeps current, written, site-specific, occupational safety and health work plans.

7. Annually conducts self-audits of occupational safety and health programs.

8. Develops and integrates into all operational work plans site-specific goals to achieve GPRA Goal IV-A6 (Employee Safety).

9. Secures appropriate occupational safety and health training for employees.

10. Thoroughly investigates to discover causes of job-related accidents that result in or have the potential to cause injury, illness, or property damage. Identifies and implements corrective actions to prevent recurrence.

11. Investigates employee accidents, following procedures prescribed in the "Investigative Responsibilities," section of Reference Manual 50B.

12. Dedicates necessary staff resources to full implementation of the Workers' Compensation Case Management Guidelines (Director's Order #50A).

13. Provides continuous feedback to managers on occupational safety and health performance, and recognizes and rewards occupational safety/health achievement.



14. Requires occupational safety and health to be integrated into all daily operations, activities, and training. Hold supervisors accountable for their overall occupational safety and health performance.
15. Appoints a collateral duty safety contact in the absence of a full time safety manager to serve as a point-of-contact for occupational safety and health issues. Ensures that services of an occupational safety and health professional are available when the site needs technical information and support.
16. Requires that all employee injuries and illnesses are recorded using the Department of Interior's Safety Management Information System (SMIS). Identifies first and second level reviewers for SMIS.
17. Maintains, and displays appropriately, an OSHA Log, Form 200, or equivalent.
18. Provides an opportunity for organized labor to participate in occupational safety and health activities.
19. Establishes a system of accountability that includes rewards and consequences for safe or unsafe work practices.
20. Ensures that safe practices are incorporated into Emergency Operating Plans.

#### **G. Operating Unit Safety Manager (Career)**

1. Serves as a professional and technical advisor/consultant to the line management of the operating unit on occupational safety and health issues.
2. Conducts an investigation of all employee occupational safety/health accidents/incidents, and accurately enters them into SMIS.
3. Advises the site manager of all lost time employee accidents/incidents, and sits on the Technical Board of Investigation (TBI) for those accidents. (See Reference Manual 50B section on Investigative Responsibilities)
4. Maintains an OSHA 200 Log, or equivalent, for the unit.
5. Provides, or assists line management in providing appropriate training, including training on: managing employee safety and health; OSHA Standards relating to facilities/working environments, and inspections of those environments; preparation and use of job hazard analyses; and unsafe work practices in the workplace.
6. Assists supervisors and line management in conducting analyses of work-site safety; advises the site manager where improvements should be made, and where successes are being experienced.

7. Works collaboratively with Human Resources/Personnel Office to assist and promote effective management of OWCP cases.

8. Provides operating unit manager with data and reports on overall site occupational safety and health program progress.

#### **H. Operating Unit Safety Officer (Collateral Duty)**

1. Serves as the point-of-contact for occupational safety and health, and other matters relating to employee safety and health management for the operating unit.

2. Accurately enters into SMIS all employee accident data.

3. Maintains an OSHA 200 Log, or equivalent, for the operating unit.

4. Provides Operating Unit Manager with recommendations for the services of an occupational safety and health professional when the site needs technical information and support.

#### **I. Supervisor**

The supervisor is directly responsible for employee work practices, and:

1. Serves as the safety contact for his/her operation. Coordinates the development of occupational safety and health procedures that relate to activities within the scope of the supervisor's control.

2. Implements and enforces occupational safety and health standards within the supervisor's scope of authority to prevent injuries and property losses, and to reduce exposure to legal liability. Inspects facilities under his/her control to ensure compliance with all applicable standards.

3. Trains every employee, every volunteer, and all persons doing work for the NPS within the supervisor's scope of responsibility, so they are qualified to perform that work safely and effectively, and know the OSHA standards that apply to their assigned activities. Conducts safety orientation for all new staff members within his/her operation, and conducts yearly/refreshers safety training for seasonal employees and volunteers within his/her operation.

4. Integrates occupational safety and health into all activities and functions within the supervisor's scope of control and responsibility. Observes and evaluates work performances to ensure that safe work procedures are practiced.

5. Identifies job-related hazards and ensures that Job Hazard Analyses are prepared to mitigate the risks.

6. Eliminates or mitigates potential causes of accidents, injuries, and illnesses, with the goal of full compliance with all applicable standards.

7. Establishes a working culture that encourages employees to recognize and discuss unsafe behavior of co-workers, and to practice safe work procedures, even when working alone.
8. Personally investigates to discover all causes of employee accidents. Identifies and implements corrective actions to prevent recurrence. Enters employee accident information accurately into the Safety Management Information System (SMIS).
9. Promotes physical fitness and wellness among subordinates.
10. Utilizes a system of accountability that includes rewards and consequences for safe or unsafe work practices.

**J. Every NPS Employee**

1. Adheres to established occupational safety and health procedures.
2. Properly uses and maintains required clothing and/or personal protective equipment.
3. Takes the initiative for his/her own safety and health and that of co-workers.
4. Takes the initiative to maintain a level of personal wellness and fitness as needed for assigned work tasks.
5. Identifies and, where appropriate, corrects unsafe conditions and work practices.
6. Reports unsafe/unhealthful conditions and/or operations.
7. Immediately reports a mishap, including minor accidents or a “near-miss,” to supervisor, but no later than the end of the work shift.
8. Helps establish a safe and healthful working culture; practices safe work procedures, even when working alone.

----- *End of Director's Order* -----

**PART B**

**REFERENCE MANUAL #50B: RISK MANAGEMENT PROGRAM**

This Reference Manual #50B provides more detailed guidance on how to provide for the safety and health of NPS employees and the public, maximize the utilization of NPS human and physical resources, and minimize monetary losses.

## **1. RISK MANAGEMENT PROGRAM ELEMENTS AND WORK PLANS**

1.1 Annual (Fiscal Year) Risk Management Action Plans: An annual action plan for each operating unit will be developed specifying goals for the enhancement of employee and public safety. The plan will follow the Government Performance Improvement Act (GPRA) Guidelines, and will incorporate the Risk Management Program Elements. (See 1.2)

1.2 Program Elements: The following specifies Risk Management Program Elements that are fundamental to an effective safety and occupational health program and for the achievement of Service-wide GPRA goals addressing safety, health, and workers' compensation case management.

### **A. Active management leadership and program evaluations.**

- Management routinely demonstrates personal commitment to and involvement in worker safety and health protection.
- Safety and health integrated into the overall planning cycle.
- Written safety and health program appropriate for size of work site that addresses all elements in this checklist.
- Results-oriented safety and health policy.
- Policy and program focus on at-risk behaviors.
- Clearly assigned safety and health responsibilities with documented accountability from top management to line supervisors.
- Annual safety and health written program evaluations, with recommendations, action plans, and verification procedures.
- Adequate authority to carry out assigned responsibilities.
- Necessary resources to meet responsibilities.
- Quality protection for all contract employees equal to that provided for own employees.

### **B. Work site and program analysis.**

- Methods such as comprehensive safety and industrial hygiene surveys to identify existing or potential hazards in the workplace.
- Pre-use analysis procedure such as a Job Hazard Analysis (JHA) for new processes, materials, or equipment to determine potential hazards.
- Routine industrial hygiene monitoring of toxic substances and noise.
- Monthly self-inspections (weekly for construction) with written documentation and hazard correction tracking.
- Routine hazard analysis procedures such as a Job Hazard Analysis (JHA) that result in improved work practices and/or training for employees.

- Written hazard reporting system enabling employees to pass on observations or concerns to management without fear of reprisal.
- Accident investigations with written documentation.
- Method of documenting all identified hazards until controlled or eliminated.
- Analysis of trends in injury/illness experience and in hazards found, to identify patterns of problems and to implement program adjustments.

C. Mitigation of identified hazardous conditions and unsafe work practices.

- Access to certified safety and health professionals.
- Engineering and administrative controls adequate for hazards at the work site.
- Written safety rules and practices that are understood and followed by all employees.
- Consistent disciplinary system applied to all employees (including supervisors and managers) who disregard the rules.
- Written rules for use and maintenance of personal protective equipment.
- Written plans to cover emergency situations.
- Hazard-correction tracking procedure.
- Onsite or nearby medical and emergency services.
- First aid and CPR-trained personnel available onsite during all shifts.
- Use of occupational health professionals in hazard analysis as appropriate.
- Documented ongoing monitoring and maintenance of workplace equipment.

D. Provision for employees and employee union involvement and support.

- Employee and employee union involvement in all activities that have a major effect on the safety and health program.

E. Effective and appropriate Safety/Occupational Health training.

- Manager, supervisor, and employee training with emphasis on safe behavior and safety and health responsibilities.
- Training in the use and maintenance of personal protective equipment.
- Emergency preparedness drills, including annual evacuations.
- Documentation of all training received, including assessment procedures.

F. Visitor protection from all identified hazards which National Park Service operations create or should reasonably control.

## **2. SAFETY AND OCCUPATIONAL HEALTH STANDARDS**

### **2.1 REFERENCES**

A. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart C.

B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 4.

C. Public Buildings Amendment Act of 1988.

## 2.2 REQUIREMENTS

A. The National Park Service (NPS) will meet or exceed applicable safety, health, environmental, and related trade codes and standards.

B. Where conflicts arise between codes and standards, the more stringent requirement(s) will be used.

C. If codes, standards, procedures, and guidelines do not exist or those existing are not adequate, appropriate requirements will be developed.

D. The National Fire Protection Association's Life Safety Code, NFPA 101, will be used as the primary basis for evaluating structures and other facilities regarding property, environmental, employee, and visitor safety from fire hazards.

E. The following are federal and national consensus standards to be used in NPS operations.

1. Occupational Safety and Health Administration

--29 CFR 1960 Federal Employee Occupational Safety and Health Programs

--29 CFR 1910 General Industry Standards

--29 CFR 1926 Construction Safety Standards

2. Environmental Protection Agency

--40 CFR 1-999 EPA Regulations

3. General Services Administration

--41 CFR 1-999 GSA Regulations

4. Department of Transportation

--49 CFR 1-999 Transportation Regulations

5. National Fire Protection Association Codes and Standards

6. American National Standards Institute (ANSI) Standards

7. Uniform Federal Accessibility Standards (UFAS, 1984)

8. American with Disabilities Act Architectural Guidelines, (ADAAG, 1990)

## **2.3 RESPONSIBILITIES:**

### **A. MANAGEMENT:**

1. Supervisors and Managers will ensure that safety standards are implemented and enforced to prevent injuries, property losses, and reduce legal liability exposures.
2. Regional Risk Managers and the Denver Service Center Safety Engineer will serve as resources to management for standards, information, interpretation, insight, and counsel.

**B. EMPLOYEES:** Employees will conduct work operations in accordance with safety and occupational health standards. Employees are responsible for reporting unsafe/unhealthful conditions and/or operations due to the lack of standard(s) usage or when standards are questionable as to providing an acceptable level of risk.

## **3. PROGRAM EVALUATIONS**

### **3.1 REFERENCES**

- A. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart J.
- B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 5.

### **3.2 REQUIREMENTS**

- A. An evaluation of regional and service centers' Risk Management programs will be conducted at least once every three years, by the Office of the Associate Director, Park Operations and Education, to ensure that criteria in this Reference Manual #50B, Section 1, "Risk Management Program Elements," and Service-wide Risk Management goals are being achieved.
- B. Operating units' programs under regional/support office jurisdiction will be evaluated at least once every three years, to ensure that criteria in this Reference Manual #50B, Section 1, "Risk Management Program Elements," are being achieved.

### **3.3 PROCEDURES**

- A. Evaluations will include visits to field areas and operating unit activities, plus an opening and closing conference with senior staff. During the closing conference, evaluation findings and recommendations will be presented.

B. The evaluator will issue a written report within 30 days of the completion of the evaluation. The report will include findings and recommendations concerning the Risk Management Program.

#### **4. INSPECTIONS AND ABATEMENT**

##### **4.1 REFERENCES**

A. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart D.

B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 6.

C. 29 CFR, Part 1910, "Occupational Safety and Health Standards for General Industry."

##### **4.2 REQUIREMENTS**

A. Every National Park Service facility, operation and/or workplace will be formally inspected annually, at a minimum, or more frequently, as indicated by the hazards associated with a particular facility, along with risk indicators of high accident rates, property damage, and OWCP costs. The inspection will be conducted by the supervisor of that facility who shall be trained and technically competent to recognize hazards and unsafe working conditions.

B. OSHA, Departmental, and National Park Service (NPS) safety and health officials have the right to enter without delay, and at reasonable times, any facility, construction site, or other NPS workplace to perform an inspection.

C. Both management and unions have the right to appoint a representative to take part in formal inspections. The inspector may deny the right of accompaniment to any person whose participation interferes with, or disrupts, a formal inspection.

D. The findings of formal inspections will be documented and follow-up inspections will be conducted to determine that hazardous work conditions and/or work practices have been corrected.

E. In the event that an imminent danger condition is found, corrective/protective action will be immediately initiated, and, if necessary, the operation will be stopped and/or the area will be evacuated, except for those needed to abate the condition.

F. Upon receipt of an Inspection Notice, the operating unit manager shall post the Notice in an area accessible to employees for three working days, or until all items are abated, whichever is longer. Abatement of unsafe or unhealthful conditions should be accomplished within the time set in the Notice, or in accordance with the established abatement plan. The first-line supervisor of the affected workplace shall also receive a copy of the Notice.



G. The operating unit manager shall notify the regional director within 10 working days of receipt of an Inspection Notice, of an action plan for abatement of deficiencies.

H. Supervisors have the responsibility to continuously monitor facilities and working environments within their control, to ensure that, at all times, working conditions and practices comply with established standards.

## **5. ACCIDENT/INCIDENT INVESTIGATIONS/REPORTING**

### **5.1 REFERENCES**

A. 29 CFR, Part 1960, "Elements for Federal Occupational Safety and Health Programs," Subpart D, Subpart I.

B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 7.

C. Title 33, Code of Federal Regulations (CFR), Part 173.55.  
(Vessel Accident Reporting)

D. Title 41, Code of Federal Regulations (CFR), Part 101-38.9;  
41 CFR 101-39.4. (Property Mgmt.)

E. Title 60, Statute 842, "Federal Tort Claims Act."

F. Title 5, United States Code (USC) 8101, et seq., "Federal Employee's Compensation Act."

### **5.2 REQUIREMENTS**

A. The Associate Director, Park Operations and Education (NPS DASHO), is responsible for the investigation of all serious accidents, and delegates that responsibility to the Program Manager, WASO Risk Management Program Office.

B. National Park Service (NPS) employees are required to report to their supervisor (orally or in writing), as soon as possible, all job-related accidents/incidents they witness, or are involved with, as described below: (In addition to these requirements, employees are encouraged to report to their supervisor any other matters having health and safety implications.)

1. Injury, occupational illness, or death, connected with the performance of work duties by employees or other personnel (contractor's employees, etc.) under NPS jurisdiction.

2. Public injury, death, and/or property damage related to NPS operations or facilities.

3. Fire resulting in any loss involving equipment, structures, or contents of any property under NPS control.

4. Property damage, regardless of amount of damage, and/or any injury resulting from the operation of NPS, GSA, privately-owned, or commercially-leased vehicles and equipment used for official business.

5. Other property under NPS control that is damaged by accident, regardless of amount, whether or not it is to be repaired or replaced, and regardless of who caused the damage.

C. Supervisors are responsible for entering all accident/incident information into the Department of Interior Safety Management Information System (SMIS).

### 5.3 INVESTIGATIVE RESPONSIBILITIES

#### A. Employee Accident/Incident:

1. Except for serious accidents, as defined in Section 5.3B, supervisors or other appropriate person(s) will investigate accidents/incidents that occur under their jurisdiction and file all required reports, including in the Safety Management Information System (SMIS).

2. Operating unit manager will convene a Technical Board of Investigation (TBI), as soon as possible, in the event of a lost time injury, motor vehicle accident, equipment damage, or fire. Other personal injuries, property damage accidents, or near-miss incidents are subject to examination by the Technical Board of Investigation, based on the potential risk and/or potential of re-occurrence.

a. The purpose of the Board is to examine and evaluate the accident investigation conducted by the supervisor and other individuals, and to ascertain the root cause(s) of the accident, establish findings of fact, and make recommendations for a corrective action plan. The purpose of the review is not to fix blame or find fault, but rather to seek corrective actions to prevent further occurrences.

b. Board composition may be ad-hoc, or permanent, and should include a supervisor, work peer, and additional expertise when indicated. The chairperson should represent management and have the authority to take necessary corrective action.

c. Employees have the right to representation at a Technical Board of Investigation by an attorney and/or a union representative.

#### B. Serious Accident.

1. Definition of a Serious Accident: A Serious accident is a Department of Interior-related accident/incident which results in: (See Departmental Manual, Part 485, Chapter 7.)

a. One or more job-related fatalities, or imminently fatal injuries or illnesses to employees or to others as a result of an employee action or Departmental activity,

OR

b. Three or more persons hospitalized,

OR

c. Property damage and/or operating loss of \$250,000 or more,

OR

d. Consequences that the Bureau DASHO judges to warrant further investigative procedures.

OR

e. Serious tort implications are indicated.

2. Serious Accident Investigation/Reporting Procedures: 485 DM, Chapter 7, Appendix 1, is mandatory for the investigation of all serious accidents occurring within Interior jurisdiction.

3. Notification/Investigation:

a. Serious accidents involving a fatality or multiple hospitalizations will be reported to: 1) the nearest U.S. Department of Labor, OSHA Area Office; 2) Departmental Emergency Reporting System (1-888-581-2610); and 3) NPS Risk Management Program Office, within 8 hours.

b. Serious accidents involving property damage and/or an operating loss of \$250,000 or more, will be reported to the Departmental Emergency Reporting System (1-888-581-2610) and to the NPS, Risk Management Program Office, within 24 hours.

c. The Program Manager, WASO Risk Management, as authorized by the NPS DASHO (see 5.2A), will immediately authorize a Serious Accident Investigation Team (SAIT), ensuring that the Team has adequate authority and resources to conduct and complete the investigation.

d. The Serious Accident Investigation Team organizational structure may follow the incident command system structure and philosophy. The complexity of this organization depends on the complexity of the incident.

4. The NPS Risk Management Program Office, is the designated office of record for all serious accident investigation reports. Accident/incident report information is controlled in accordance with Privacy Act and Freedom of Information Act requirements.

5. Any accident investigation will be sensitive to internal and/or criminal investigations and will avoid interference and/or conflict at all times.

6. Wildland Fire-Related Incidents: Where a wildland fire-related serious accident occurs, the NPS will assure that the investigation is conducted in accordance with joint investigative obligations established in the "Interdepartmental Memorandum of Understanding between the USDI and the USDA, October 26, 1995," and the Letter of Direction received 1/29/97 from both Departmental DASHOS.

7. Aircraft Accidents: All aviation accidents will be investigated by the Office of Aircraft Services in accordance with 352 DM-6.

8. Boat or Vessel accidents: If an NPS boat or vessel is involved in an accident, a boating accident report, USCG Form 3865, will be completed whenever an accident occurs in U.S. or territorial waters and results in the loss of life, injury causing incapacitation in excess of 72 hours, or property damage in excess of \$500. (See 33CFR Part 173.55, "Report of Casualty or Accident")

9. GSA Motor Vehicle Accident Reports: Operators Report of Motor Vehicle Accident, Standard Form (SF) 91, OF-26 (Scope of Employment), and Statement of Witnesses (SF-94), if applicable, will be prepared and forwarded to the appropriate safety office when a GSA motor vehicle is involved in a Departmental accident.

10. Concession Accident/Incidents: Employee accidents occurring on Concession-owned and/or controlled facilities will be the responsibility of the Concessioner. It is not required that a SMIS report be filed, except in case of a fatality, major property loss, or if a claim against the Government is possible.

#### 5.4 PROCEDURES AND RESPONSIBILITIES FOR REPORTING SERIOUS ACCIDENTS: (EXCLUDING WILDLAND FIRES)

<u>Responsibility</u>	<u>Action Required</u>
A. PARK	
1. (IMMEDIATELY)	Dispatch initial response personnel to scene.
2. (ASAP)	a. Notify USDI Emergency Reporting System. Phone: 1-888-581-2610 b. Notify WASO Risk Mgmt. Program Manager.
3. (8-HOURS)	Notify appropriate OSHA Area Office.
B. WASO-RM	
1. (ASAP)	a. Notifies SAI Team Leader. (ARD for Operations from Region sustaining incident.) b. Appoints the Chief Investigator. c. Recommends the remaining members of the SAI Team. * (See Below)
2. WASO-RM (TIMELY)	Notify Dept. of Interior DSHO.

3. WASO-RM (TIMELY) Notify NPS (Bureau) DASHO.

\*The Serious Accident Investigation Team (SAIT) consists of the following:

1. Team Leader: Receives the delegation of authority from the DASHO, and is responsible for all activities required to accomplish the objectives of the investigation.
2. Accident Investigation Advisor: Safety and Health professional responsible for advising the Team Leader on occupational safety and health issues pertinent to the investigation. (NPS Safety Specialist/Manager or Risk Manager)
3. Chief Investigator: A qualified accident investigation specialist, not from the region experiencing the accident, who is responsible for the direct management of all the investigative activities. Must have completed a Department of Interior (DOI) Serious Accident Investigation Course.
4. Technical Specialists: Individuals with specific technical expertise or skills needed to support the SAIT operations. (i.e., a Human Factors Specialist)
5. Park Investigator: A representative of the operating unit who is familiar with the scene of the accident and all facts obtained upon first response.

**NOTE:** OSHA should be offered the opportunity to participate in the investigation. (OSHA may choose to do a separate investigation.) All factual information and evidence will be made available to OSHA. Upon completion of Bureau investigation and report, OSHA (at its request), will be provided appropriate information as identified in 29 CFR 1960.29.

## 5.5 SERIOUS ACCIDENT INVESTIGATION PROCEDURES AND TIME FRAMES

### RESPONSIBILITY

### ACTIONS REQUIRED

#### A. Team Leader:

1. (ASAP) Upon Team's appointment, assemble the Team, assessing the teams' knowledge/experience, and completing teams' structure, if necessary, as dictated by serious accident complexity.
2. (WITHIN 48 HOURS OF INCIDENT)
  - a. Upon arrival at general accident location:
    - Arrange for "Just-In-Time Training" (DOI)
    - Arrange for clerical and administrative support.
    - Hold meeting, to last 1-2 hours, max.
    - Discuss technical procedures. (Purpose and Scope)
    - Develop an Action Plan--Time/Resources.
    - Identify individual assignments.
    - Review 485 DM, Chapter 7.

--Background briefing by Park presenting preliminary evidence gathered.

b. The Team Leader should secure unlimited access to records, files, memos and personnel records pertinent to the investigation from the site manager.

3. (WITHIN 30 WORKING DAYS OF INCIDENT)

Complete a factual report (Time extensions require DOI DASHO approval), using 485 DM, Chapter 7, format. The SAIT submits the factual report directly to the Site Manager for follow-up action.

B. Site Manager:

1. (IMMEDIATELY) Secure scene and care for injured.

2. (WITHIN 15 WORKING DAYS OF RECEIPT OF FACTUAL REPORT)

Site Manager convenes a Board of Investigation (BOI) to review the SAIT factual report. The BOI develops conclusions and recommendations with implementation assignments and follow-up dates. The BOI Management Report is submitted to the NPS DASHO through the Program Manager, Risk Management.

C. WASO-Risk Management:

1. (WITHIN 15 WORKING DAYS OF RECEIPT OF REPORT)

a. After receipt of the BOI Management Report, the Program Manager, WASO Risk Management, transmits report to the NPS DASHO with statement of concurrence or non-concurrence on each major report recommendation.

b. WASO-RM Office is office of record for the Accident Investigation Report.

2. (WITHIN 30 CALENDAR DAYS AFTER REVIEW BY DASHO)

WASO-RM prepares an abstract of accident. The DASHO may distribute this abstract to other Government agencies as appropriate.

D. Regional Director:

(WITHIN 90 DAYS OF ACCIDENT)

Regional Director of accident area will personally brief the Bureau Director.

E. Bureau DASHO:

Upon request, the Bureau DASHO may present a briefing on the serious accident to the DASHO Council.

F. Bureau Director: The Bureau Director may be requested to personally brief the Secretary.

#### 5.6 SERIOUS ACCIDENT INVESTIGATION TEAM CHECK LIST:

SAIT investigation identifies management system responsibilities and failures, as well as employee unsafe acts, conditions, and behaviors.

1. At accident scene:

- Secure scene (if not done previously)
- Become familiar with area
- Identify hazards, correct and/or secure
- Document physical evidence
- Photograph and sketch accident scene
- Release scene ASAP
- Arrange for critical incident debriefings for involved personnel.

2. Obtain additional information as needed:

- Compliance w/applicable standards
- Operating procedures
- Inspections
- Maintenance records
- Building/site plans/schematics
- How is performance measured
- How are hazards identified
- Recordkeeping/implementation
- Safety meetings (tailgate, park)
- Management inconsistencies
- Accountability mgmt./employee
- Management priorities
- Standard Operating Procedures
- Supervisory effectiveness
- Work conditions
- Where did system fail
- Chain of responsibility
- Organizational charts/Flow diagrams
- Safety committee meetings
- Personnel records
- Employee orientation

3. Analysis of information to determine Root Cause:

- Determine unsafe act, condition, or behavior
- Determine management system failure

4. Write SAIT Investigation Report.

If evidence of Criminal Activity is identified, the SAIT will discontinue the investigation and notify the office of the Inspector General (OIG) and the Bureau DASHO immediately.

## **6. EMPLOYEE REPORTS OF UNSAFE WORK PRACTICES AND UNSAFE CONDITIONS**

### **6.1 REFERENCES**

- A. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart D, Subpart G.
- B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 8.
- C. Departmental Manual (DM) Part 370, Chapter 771, Subchapter 3, "Employee Grievances."

### **6.2 REQUIREMENTS**

- A. All operating units will establish and maintain formal and informal processes for employees, or their representatives, to report unsafe and unhealthful conditions and work practices in the workplace, and to request an inspection of the condition(s) and/or action(s).
- B. The formal process will be in writing and provide employees or their representatives the opportunity to remain anonymous and still be informed of the resolution of their concerns. It will also include provisions on how employees or their representatives may appeal to higher authorities, including the DASHO and the Secretary of Labor. Employees have the right to report allegations of reprisal directly to OSHA.
- C. The informal process will be one that encourages employees to verbally report unsafe and unhealthful conditions to their supervisors, and will encourage supervisors to act promptly and appropriately on employees' reports.
- D. In the case of imminent danger conditions, employees or their representatives will be able to make reports by the most expeditious means available and follow-up with written reports.
- E. A log of reports of unsafe or unhealthful conditions will be maintained by the appropriate safety office or operating unit and the conditions will be tracked until they are resolved.
- F. Reports of imminent danger conditions, as defined by OSHA in 29 CFR 1903.13 ("Imminent danger"), will be investigated within 24 hours. Potentially serious conditions will be investigated within 3 working days, and other hazardous conditions within 20 working days.
- G. Employees or representatives submitting a report will be notified in writing by the official in charge of the operating unit within 15 calendar days, if the official does not plan to make an investigation.



H. A copy of the operating unit's notice of an inspection, made as a result of an employee's formal report of an unsafe or unhealthful condition, will be provided to the employee, or his/her representative, within 15 calendar days after completion of investigating a safety concern, and within 30 calendar days for a health concern. If additional time is required, the employee or representative will be notified of the expected due date.

### **6.3 REQUIREMENTS FOR HANDLING EMPLOYEE ALLEGATIONS OF REPRISAL REPORTS**

A. Employee allegations of reprisal related to participation in the program will be handled through the Departmental administrative grievance procedures (370 DM 771, 3) or the appropriate collective bargaining agreement, with technical assistance from the appropriate Risk Management Office as needed. The specific procedures will be documented by the National Park Service and provided to its employees.

B. Copies of investigation findings will be provided to the Program Manager, NPS Risk Management Program Office. A copy will also be provided to the Secretary of Labor, upon request.

## **7. EMPLOYEE INVOLVEMENT**

### **7.1 REFERENCES**

A. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart F.

B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 9.

### **7.2 REQUIREMENTS**

Each operating unit shall establish an employee council or similar body to participate in the development, promotion, and implementation of occupational safety and health programs. These groups shall be composed of both management and non-management employees, and shall be primarily driven by constituent employees representing at-risk workgroups.

### **7.3 PROCEDURES**

A. The council/committees' scope of responsibility will be established in a role and function statement, and approved by management.

B. Meeting minutes, recommendations, and management responses will be in writing and retained for at least 2 years.

C. Members should receive appropriate training to acquire knowledge of policy, regulations, standards, rules, and procedures necessary to carry out their duties.

D. Council/committee should be composed of no fewer than three members, but should be composed equally of representatives of management and non-management.

E. Membership should revolve among the park employees; only half should change at any one time to ensure experience and continuity. Membership should be a 2-year assignment.

F. Regular meeting dates should be established, with advance notice of meetings furnished to employees.

## **8. STAFFING RISK MANAGEMENT/SAFETY AND OCCUPATIONAL HEALTH POSITIONS**

### **8.1 REFERENCES**

A. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 11.

B. OPM Personnel Qualification Standard Series 018, 019, 803, and 690.

### **8.2 REQUIREMENTS**

#### **A. Qualifications:**

Risk Managers/Safety and Occupational Health Managers/Specialists shall meet, as a minimum, the OPM qualifications for the GS-018/803 series and shall meet Essential Competencies for that grade and series as set forth in NPS Employee Development Standards.

#### **B. Staffing:**

##### **1. Servicewide Program:**

a. The WASO Risk Management Office will be staffed with a Program Manager and appropriate staff to carry out the mission and goals of the National Park Service.

b. The Program Manager, Risk Management, and each Regional Risk Manager, may provide assistance to managers when filling Risk Manager/Safety and Occupational Health positions.

2. Regions and Denver Service Center: shall be staffed with a staff Risk Manager and appropriate staff to provide technical support, assistance and advice to the Regional and Service Center Directorate and Site Managers, reflecting modern safety management practices, trends, and philosophies.

### 3. Operating Units:

- a. Managers shall secure the services of a career risk manager with sufficient time and expertise to provide necessary technical support to that unit.
- b. Safety/occupational health point-of-contact persons shall be appointed at units without a staff risk manager.

## **9. SAFETY AND OCCUPATIONAL HEALTH TRAINING**

### 9.1 REFERENCES

- A. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart H.
- B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 13.
- C. 29 CFR, Part 1910, "Occupational Safety and Health Standards for General Industry."

### 9.2 REQUIREMENTS

- A. Each Operating Unit will develop and implement an annual Occupational Safety and Health Training Plan.
- B. Occupational safety and health training will be recorded by the individual operating unit, and records will be maintained in the official training files in accordance with regulations.

### 9.3 PROCEDURES

- A. Employees (including managers and supervisors) will receive orientation training in the occupational safety and health program.
- B. Appropriate occupational safety and health training will be provided to employees, including specialized training, when needed, to equip them with the knowledge and skills to safely perform assigned tasks, and to respond effectively to recognized potential emergencies.
- C. Supervisors are responsible for ensuring that the workplace meets all applicable safety and occupational health standards, and must be provided training to implement the operating units' safety and health program for their work environment. Supervisory training should qualify them to conduct informal occupational safety/health worksite inspections.
- D. Employees and supervisors shall be given training pertinent to their assigned responsibilities within 6 months after their appointment. Safety and health committee members should be given similar training.

E. Risk Managers will advise management on recommended training for safety and health personnel to help the National Park Service meet present and future needs.

F. Volunteer Structural Fire Brigade Training: All persons responding as members of structural fire teams should be provided with the minimum specific training required under OSHA 29 CFR 1910.156 and NPS Guideline Number 58, "Structural Fire."

G. First Aid and Emergency Medical Training: Each park or separate unit is responsible for establishing the level of medical care it will provide, based on the needs of the specific park, and based on the requirements of 29 CFR 1910.151 (for employees) and NPS Guideline Number 51, "Emergency Medical Services (for employees and public)."

#### 9.4 MANDATORY TRAINING REQUIREMENTS:

##### 29 CFR 1960:

29 CFR 1960.54	Safety Training for Managers
29 CFR 1960.55	Safety Training for Supervisors
29 CFR 1960.56	Safety Training for Safety/Health Specialists
29 CFR 1960.57	Safety Training for Safety/Health Inspectors
29 CFR 1960.58 and .59	Training for Collateral Duty Personnel, Committee Members, Employees, and Representatives

##### 29 CFR 1910:

Specific training is required for many of the work activities covered in the OSHA General Industry Standards, 29 CFR 1910. Specific training requirements should be determined by referencing the mandatory training section of each standard.

##### 29 CFR 1926:

Specific training is required in many of the OSHA Construction Standards found in 29 CFR 1926. Specific training requirements should be determined by referencing the mandatory training section of each standard.

## **10. AWARDS AND SAFETY PROMOTIONS**

### 10.1 REFERENCES

A. 29 CFR 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Part 1960.11.

B. 370 Departmental Manual, (DM), Part 451, 1.4J.

## 10.2 REQUIREMENTS FOR SERVICE-WIDE EMPLOYEE SAFETY AND HEALTH ACHIEVEMENT AWARD PROGRAM:

A. Director's Safety and Health Achievement Award is presented annually by the Director according to the following criteria. It is the highest level Employee Safety Achievement Award granted. The recipient will be chosen from among nominees submitted to the WASO Risk Management Office by regional safety managers.

1. Criteria are established to provide standards for recognition of outstanding safety and health performance by NPS employees. The criteria are:

- a. Achieved outstanding employee safety and health work conditions or performance through improved practices and attitudes (Best Practices),
- b. Reduced employee accidents, injuries, and fatalities,
- c. Encouraged employee-driven actions in the recognition and control of hazards in the workplace,
- d. Increased managerial and employee commitment toward accident prevention,
- e. Advocated safety and occupational health program leadership.

2. Eligibility: All National Park Service employees (including volunteers) are eligible, regardless of assignment, grade level, or time in service.

3. Nomination and Selection Procedures: Nominations are submitted by regional safety managers to the Program Manager, WASO Risk Management, by January 10 of each year. A WASO Safety Committee should receive, review and select a recipient each year by January 31. One nominee will be selected to receive the Director's Employee Safety and Health Achievement Award.

4. Forms of Recognition:

- a. Letters of Commendation for all nominees.
- b. Recognition at a suitable location.
- c. Selected employee will receive the Director's Employee Safety and Health Achievement Award Plaque and a monetary award of \$1,000. The WASO Risk Management Office will provide the \$1,000 monetary award and funding for the plaque.

## 10.3 REQUIREMENTS FOR SERVICE-WIDE PUBLIC SAFETY ACHIEVEMENT AWARD PROGRAM:

A. Andrew Clark Hecht Memorial Public Safety Achievement Award is presented annually by the Director. It is the highest award bestowed by the NPS for outstanding public safety achievement. The recipient will be chosen from among nominations submitted to the Risk Management Program Office by the Regional Safety Managers.

1. Criteria are established to provide standards for recognition of outstanding public (visitor) safety and health contributions. The criteria are:

- a. Prevention of accidents that may cause serious injury or fatalities.
- b. Innovative work and achievements of an employee, non-employee, or group to enhance public (visitor) safety awareness.
- c. Promotion of visitor recognition of recreational activity hazards.
- d. Development of visitor risk reduction methods and managerial action to lessen human and material resource loss.
- e. Advocacy in identification and control of environmental hazards which endanger safe and enjoyable visitor experiences.

2. Eligibility: All National Park Service employees, regardless of assignment, grade level, or time in service, and any non-employee and/or group are eligible nominees for this award.

3. Nomination and Selection Procedures: Nominations are submitted by regional safety managers to the WASO Risk Management Program Manager by January 10 of each year. A WASO Safety Committee should receive, review, and select a recipient for the award each year by January 31.

4. Forms of Recognition:

- a. Letters of Commendation for all nominees.
- b. Recognition at a suitable location.
- c. Selected individual will receive the Andrew Clark Hecht Memorial Public Safety Achievement Award Plaque, and a monetary award of \$1,000. The Hecht Foundation, Denver, Colorado, will provide \$1,000 for the monetary award and funding for the plaque.

#### 10.4 PARK AND REGIONAL EMPLOYEE AND PUBLIC SAFETY ACHIEVEMENT AWARDS PROGRAMS -- SUGGESTIONS AND RECOMMENDATIONS.

The National Safety Achievement Award Program does not preclude, but encourages the development of park and regional Safety Awards Programs. It is helpful if parks and regions develop and implement similar programs to the National Program, so that park and regional safety award program recipients may be nominated for the National Safety Awards Programs.

A. Park/Operating Unit Employee Safety and Health Achievement Award: This award is given no less than annually by the Superintendent/Operating Unit Manager. Nominations may be submitted by any employee or volunteer, and all park employees (including volunteers) are eligible nominees for this award. The recipient will be chosen from among nominations submitted to the Operating Unit Safety Committee or Safety Manager. The Award selection should be submitted to the Regional Safety Manager by November 30, for consideration for the Regional Director's Employee Safety Achievement Award.

1. Suggested forms of Recognition:

- a. Letter of commendation from Superintendent.
- b. Recognition at a suitable location.
- c. Employee Safety Achievement Award Certificate.
- d. Time-Off Award, or other form of recognition such as safety award button/pens, park newspaper recognition, etc.

B. Regional Director's Employee Safety and Health Achievement Award: This is the highest level award presented for employee safety achievement in the Region and is awarded no less than annually. All regional employees (including volunteers) are eligible, and the recipient should be chosen from among nominations submitted to the Regional Safety Committee or Safety Manager.

The Regional Employee Award selection should be made by December 1, and should be forwarded to the Program Manager, WASO Risk Management, by January 10 of each year for consideration for the Service-wide Director's Employee Safety Achievement Award.

1. Suggest forms of Recognition:

- a. Letter of commendation from Regional Director.
- b. Recognition at a suitable location.
- c. Regional Director's Safety Achievement Award Certificate.
- d. \$500.00 monetary award.

C. Regional Director's Public Safety Achievement Award: This is the highest level of award for outstanding public safety achievement presented in the Region. It is awarded annually by the Regional Director from among nominations submitted to the Regional Safety Committee or Safety Manager. All regional employees, volunteers, groups, or non-employees, are eligible nominees for this award. The Regional selection should be made by December 1, and should be forwarded to the Program Manager, WASO Risk Management, by January 10, for consideration for the Service-wide Andrew Clark Hecht Memorial Public Safety Achievement Award.

1. Suggested forms of recognition:

- a. Letter of Commendation from the Regional Director.
- b. Recognition at a suitable location.
- c. A plaque presented by the Regional Director or designee.
- d. \$500.00 monetary award.

D. Safety Champions Award Program: This program is recommended for consideration by regions and operating units as one option for recognition of employees and others for both public and employee safety achievement. It is a Department of Interior (DOI) Award Program Initiative and is designed to recognize individuals specifically outside the safety and health community who show innovative work and accomplishments which support and encourage zero loss to human and material resources, and the cultivation of a favorable safety and health culture. All park or regional employees, volunteers, and others are eligible, and park/regional safety managers and committees should establish general procedures for this award.

1. Suggested forms of recognition:

- a. Letter of Commendation from Superintendent/Regional Director.
- b. Certificate of Appreciation or plaque from the Superintendent/Regional Director.
- c. Recognition at a suitable location.
- d. Other forms of recognition as deemed appropriate by the park or region, including Time-Off Award, sending the recipient to the DOI Safety and Health Seminar, published news articles, etc.

## **11. OCCUPATIONAL HEALTH (INDUSTRIAL HYGIENE) AND MEDICINE (MEDICAL SURVEILLANCE)**

### **11.1 REFERENCES**

A. 29 CFR 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart C.

B. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 17 (Industrial Hygiene Program), and Chapter 18 (Occupational Medical Programs).

C. Departmental Manual (DM), Part 370, Section 792.7, "Medical Surveillance Program."

D. Departmental Manual (DM), Part 17, "Occupational Health (Industrial Hygiene) Programs."



E. 29 CFR, Part 1910, "Occupational Safety and Health Standards for General Industry," including:

1910.1020	Employee Exposure and Medical Records
1910.1000	Air Contaminants
1910.1001	Asbestos
1910.1200	Hazard Communication
1910.1025	Lead
1910.1030	Bloodborne Pathogens
1910.1450	Hazardous Chemicals in Laboratories
1910.134	Respiratory Protection
1910.95	Occupational Noise Exposure
1910.106	Flammable and Combustible Liquids
1910.120	Hazardous Waste Operations & Emergency Response
1910.1096	Radiation including Radon

## 11.2 REQUIREMENTS

A. All Operating Unit Managers must provide employees and volunteers adequate protection from adverse work or environmental conditions and/or substances that may cause injury or illness in accordance with all applicable laws, regulations, and general standards.

B. Appropriate written occupational health program requirements must be developed and implemented to meet NPS program needs.

C. Occupational health surveys and exposure assessments must be conducted of all facilities and operations that have potential occupational health hazards. All exposure-based medical surveillance must be an outcome of exposure assessment documentation.

D. Measures must be instituted to eliminate or minimize identified potential adverse effects through training, engineering and administrative controls, personal protective equipment, and medical services.

E. Managers and supervisors must provide for the identification of NPS employees, in designated job titles or who perform special duties, who are exposed to potential health hazards of work activities through surveys and assessments.

F. Training of these identified employees prior to medical examinations is also required for their inclusion in Occupational Health Programs and enrollment in Medical Surveillance Programs (MSP).

G. Health services must be provided by qualified licensed providers, skilled in occupational medicine and/or nursing, whenever possible, that meet medical quality assurance program requirements. Services and providers must interface with the Office of Workers' Compensation (OWCP) on the medical aspects when requested.

H. Pre-placement, periodic, fitness for duty, and medical health exit evaluations (examinations) must be provided to all workers exposed to identified job health hazards.

I. Employee Medical Records must be forwarded and maintained in the servicing Human Resource Office, in accordance with the Privacy Act and other applicable regulations. Employee medical records must be transferred with Official Personnel Files when a change in duty station occurs.

J. Medical Records must be maintained for the duration of employment plus 30 years thereafter, in accordance with 29 CFR 1910.1020.

K. Medical and Training Records must be provided upon request to employees, to others with written consent of the employee, and to specific others in accordance with 29 CFR 1910.1020.

L. Appropriate coordination and communication must be established between park or program activity area health service providers, supervisors, park safety managers, and the NPS Risk Management Program Office so that all occupational injury and illness cases may be investigated, reported, and tracked as required in Director's Order #50A, "Workers' Compensation Case Management."

M. Operating Unit managers must assure that employees are provided information on health evaluation findings, health education and counseling.

N. Operating Unit managers must assure prompt initial treatment and transportation to emergency medical care facilities for occupational injuries and illnesses, and must provide training for selected employees in basic elements of First Aid, Cardiopulmonary Resuscitation (CPR) and refresher training.

O. Operating Unit managers should have the written medical emergency planning, preparedness, and response procedures tested periodically.

### 11.3 RESPONSIBILITIES

A. The NPS Risk Management Program Office is responsible for development, direction, and consultation on Director's Order, Number 50A, "Workers' Compensation Case Management," Director's Order Number 50B, "Risk Management," and "Risk Management Program Reference Manual," Number 50B, to Regional Directors, supervisors, risk managers, and operating units point-of-contact for safety and occupational health issues.

B. Operating Unit managers and supervisors are accountable for implementation of the provisions of this chapter within their scope of authority and responsibility. An occupational safety and health professional, or operating unit point-of-contact for occupational safety and health issues, shall be identified to advise managers and supervisors in the development and implementation of program requirements.

## **12. FIRE SAFETY**

### 12.1 REFERENCES

- A. Title 40, United States Code (USC), Section 619, "Public Buildings, Compliance with Nationally Recognized Codes."
- B. Title 15, United States Code (USC), Section 2227, "Fire Safety Systems in Federally Assisted Buildings."
- C. Management Policies, U.S. Dept. of Interior, National Park Service, 1988, Chapter 9:5, "Maintenance," and Chapter 8:5, "Visitor Safety."
- D. Safety and Health Handbook, U.S. Dept. of Interior, 485DM, Chapter 19, Fire Safety
- E. Fire Administration Authorization Act of 1992, Public Law 102-522.
- F. 29 CFR, Part 1910, "Occupational Safety and Health Standards for General Industry."
- G. National Fire Protection Association (NFPA) Codes and Standards
- H. International Building Code.

### 12.2 FIRE SAFETY REQUIREMENTS

#### A. Structural Fire Protection and Prevention:

1. An Authority Having Jurisdiction (AHJ) shall be designated as defined in NFPA 101, Section 3-2 (Life Safety Code). The AHJ is the designated individual or office responsible for approving equivalent levels of safety (equivalencies), exemptions, installations, equipment, and procedures.
2. Each operating unit will establish procedures for fire prevention and protection utilizing NFPA and 29 CFR 1910 standards.
3. The International Family of Codes, primarily the International Building Code, will be used in all new and remodeled buildings, in addition to compliance with NFPA 70 (National Electrical Code), and NFPA 101 (Life Safety Code).
4. The installation, inspection, and maintenance of fire sprinkler systems, fire alarm systems, life safety systems, smoke detectors, fire extinguishers, and other fire protection features will be in accordance with NFPA requirements.
5. Buildings (including employee housing) should have automatic sprinkler protection and automatic fire detection systems to enhance life safety and to protect the resources' cultural, historical, or operational significance.

6. New buildings, buildings undergoing renovation, or buildings with a change in occupancy, will have automatic sprinkler system protection and automatic fire detection. Exception: Sprinkler protection may be omitted in a renovation, if the cost of a sprinkler system exceeds 20% of the total renovation cost.

7. Buildings (other than employee housing) designed for less than 10 occupants may apply to the AHJ for an Exemption from the automatic sprinkler requirement where extremely impractical conditions exist.

8. Fire prevention and emergency response training shall be conducted per applicable NFPA and OSHA standards. Fire protection equipment and clothing shall be listed and approved.

#### B. Wildland Fire Fighting:

1. Personnel at all levels of the fire management organization shall adhere to and be held accountable for the training, safety and other requirements and policies as set forth in NPS Director's Order #18, "Wildland Fire Management."

2. Parks preparing fire management plans will follow NPS Director's Order #18 requirements.

3. In situations involving wildland fire, NPS managers will coordinate their efforts with fire management personnel so as not to conflict with requirements of NPS Director's Order #18.

### **13. JOB HAZARD ANALYSIS (JHA)**

#### 13.1 REFERENCE

A. Departmental Manual (DM), Part 485, Chapter 14.

#### 13.2 REQUIREMENTS

A. Each operating unit will develop and implement a system by which major activities and individual jobs are analyzed. The Job Hazard Analysis (JHA) system will be used in the planning and completion of work assignments and projects as to:

- The sequence of work,
- The potential hazards associated with the sequence (action),
- The methods, procedures, and safeguards to prevent, reduce and or control at-risk behaviors and reinforce safe behaviors.

B. When work is performed by others; e.g., contractors, the contracting officer (CO) will require that the contractor develops appropriate Job Hazard Analyses (JHA's) for the tasks to be performed. This information will be provided to the Contracting Officer (CO) or Contracting Officer's Representative (COR) as part of the accident prevention plan, and will be

approved/accepted by the CO/COR prior to permitting the contractor to proceed with the work. The written JHA will be retained at the job site by the contractor, and made available, upon request, to persons evaluating/monitoring the activity.

### 13.3 PROCEDURES:

A Job Hazard Analysis (JHA) is a procedure used to review job methods and uncover hazards. Employees and supervisors should work together in the development of the JHA to assure that all characteristics of the job are examined, and the most efficient means of addressing the safety factors can be accomplished. A JHA should be used for job clarification, hazard awareness, training, and as an accident investigation tool. The following steps are involved in the development of a JHA:

#### STEP 1:

Identify jobs posing the greatest accident risk, and prioritize selected jobs into 3 main areas:

- Jobs with highest rates of accidents and disabling injuries.
- Jobs where "close calls" (serious accident potential) have occurred.
- New jobs, or jobs where changes have been made.

#### STEP 2:

Targeting the top priority jobs, break the selected job down into successive steps, actions, or activities and observe how these actions are performed. This is best done by jointly analyzing each step in order of occurrence. Each step should accomplish some major task--the task will consist of a set of behaviors/actions; list all the steps in a job in logical succession.

#### STEP 3:

Identify the hazards, unsafe behaviors, and potential accidents for the job. Identify all hazards produced by the environment, equipment, materials, and those connected with the job procedure, as well as hazards that "might result."

Close observation and knowledge of the particular job, as well as discussion of the job will help you develop a reliable list of hazards, unsafe behaviors, and potential accidents. The job observation should be repeated as often as necessary until all hazards have been identified.

#### STEP 4:

Develop safe job procedures to eliminate the hazards and prevent the potential accidents. Produce a written description of how to do each step safely and avoid the identified hazards.

The principle solutions may include:

1. Find a new way to do the job. Determine the work goal, and analyze the various ways of reaching this goal to see which way is safest.

2. Change the physical conditions that create the hazard. Ask the question: "What change in physical condition will eliminate the hazard or prevent the accident?" When a change is found, analyze it for other benefits that might accrue also, i.e. cost/time savings.
3. Change the work procedure. Ask "What should the employee do or not do to eliminate this hazard or prevent this potential accident?" Answers should precisely state what to do and how to do it--general precautions such as "be alert" or "use caution" are useless.
4. Try to reduce the necessity of doing a job, or at least the frequency that it must be performed. However, reducing the frequency of the job ONLY limits the exposure, it does not eliminate the hazard.

#### STEP 5:

Established JHAs should be reevaluated periodically to assure that they reflect the latest, safest, and most efficient way to perform the task. New equipment, tools, methods, and safety standards can require changes in JHAs. All employees concerned with the job should be informed of the changes and instructed in any new procedures. All new employees should be trained on applicable JHAs.

#### STEP 6:

If an accident or injury occurs on a specific job, the JHA should be reviewed immediately to determine whether changes are needed in the job procedure. If the accident results from failure to follow JHA procedures, the facts should be discussed with all those who do the job.

#### STEP 7:

Supervisors are responsible for maintaining JHA records within their work group.

## **14. PUBLIC SAFETY AND HEALTH**

**DIRECTOR'S ORDER #50C, AND THE RELATED REFERENCE MANUAL #50C, "PUBLIC SAFETY AND HEALTH," IS IN PREPARATION AS OF THIS WRITING, AND WILL PROVIDE DETAILED GUIDANCE ON PUBLIC SAFETY AND HEALTH POLICIES AND PROCEDURES.**

### **14.1 REQUIREMENTS**

National Park Service (NPS) Operating Units' Risk Management Programs should address public safety, as applicable to each location, so as to minimize the potential for injury, illness, death, and/or property damage to the public while visiting NPS sites/facilities.

### **14.2 INVESTIGATION/REPORTING RESPONSIBILITIES**

A. It is vital that a complete investigation and documentation be made of all public

accidents/incidents/fatalities. Any visitor injury resulting in death, occurring on property within Interior jurisdiction, should be reported by the operating unit manager to the Departmental Emergency Reporting System (1-8880581-2610), the appropriate Solicitor's Office, and a Technical Board of Investigation (TBI) should be appointed, within 24 hours.

B. The Technical Board of Investigation should investigate the accident and provide the NPS Risk Management Program Manager with an abstract of the incident and any recommendations that have servicewide application. The completed TBI Report will remain on file at the park and/or regional office.

### 14.3 TORT CLAIMS AND EMPLOYEE CLAIMS

A. The procedure for filing claims with the Department of Interior is set forth in Part 22 of Title 43, Code of Federal Regulations, and in the Departmental Manual, Part 451.1.

B. The operating unit will provide the appropriate forms, SF-95 ("Claim for Damage, Injury, or Death"), or DI-570 ("Employee Claim for Damage to Personal Property"), upon request.

C. A claim must be filed within 2 years after the accident or incident occurs, or it will be barred by the Statute of Limitations.

D. Administrative determination as to the merit of any tort/employee claim presented is a function of the Solicitor's Office, or may be delegated by the appropriate Solicitor's Office.

## **15. MOTOR VEHICLES**

### 15.1 REFERENCES

- A. Section 211(j), Federal Property and Administrative Services Act of 1949, as amended [68 Stat. 1128].
- B. 40 U.S.C. Section 491(j).
- C. 5 CFR Part 930, Subpart A - "Motor Vehicle Operators."
- D. 5 CFR Part 339 - "Medical Qualification Determinations"
- E. 49 CFR, Various Parts, Department of Transportation

### 15.2 REQUIREMENTS FOR ALL MOTOR VEHICLES

Each operating unit will enforce established requirements and regulations for the safe operation of motor vehicles.

- A. Provide a system for restricting motor vehicle operations to qualified and authorized persons.

B. At a minimum, all Employees that Operate Passenger Vehicles (1 ton or less) must:

1. Be at least 18 years old.
2. Possess a valid State driver's license.
3. Have a safe driving record (as defined in OPM qualification guidelines). Upon initial employment and every four years thereafter, the employee's driving record will be verified by contacting the State or National Driver Register.

C. Employees will have a State license and valid Government identification (e.g. building pass, uniform, or other credential) in his or her possession at all times while operating a motor vehicle.

D. The driver and all passengers will use the provided safety belts at all times when the motor vehicle is in motion, on or off paved roadways. No persons will be transported in any motor vehicle if they are not provided with the proper seating accommodations, according to manufacturers' specifications, including seats, back rests, and safety belts.

E. Smoking in Government-owned or leased motor vehicles is prohibited.

F. If an employee's driving privileges are restricted by the State or local jurisdictions in any manner, at the minimum, those same restrictions will apply to the employee's operation of Government-owned or leased motor vehicles. The restrictions will be enforced concurrently with those of the State or local jurisdictional authority. The following are some occurrences that mandate a review and possible revision of the employee's authorization to operate Government-owned or leased motor vehicles (employees are required to immediately inform their supervisor if any one of these occur):

1. The employee is convicted, under state laws, of operating under the influence of alcohol or drugs, or driving while impaired.
2. The employee is convicted of leaving the scene of an accident without making his or her identity known.
3. The employee is not qualified to operate a Government-owned or leased motor vehicle because of a physical or medical condition (as determined by a qualified medical authority).
4. The employee's State license is suspended or revoked (as described in 5 CFR 930.113).
5. The employee no longer meets the qualifications in paragraph B of this chapter.

G. Each operating unit will incorporate a system to inspect and maintain motor vehicles in a safe and operable condition.

H. Incidents resulting in damage to, or by, vehicles being used for official purposes will be promptly investigated, reported, and reviewed by an Technical Board of Inquiry (TBI) where appropriate.

I. Supervisors will be responsible for ensuring that prior to first time operation of motor vehicles, employees will be given training in local conditions, hazards, regulations, inspection requirements, fueling, and other factors which may affect the operation of motor vehicles in their



area. This training must be documented by the supervisor.

### 15.3 REQUIREMENTS FOR EMERGENCY VEHICLES

Operation of emergency vehicles will be in accordance with guidelines established in Director's Orders/ NPS Guidelines: Number 9, "Law Enforcement;" Number 58, "Structural Fire;" and Number 51, "Emergency Medical Services."

### 15.4 REQUIREMENTS FOR COMMERCIAL MOTOR VEHICLES

Operation of commercial motor vehicles, including buses and vans, will be in accordance with 49 CFR Part 383, and applicable State laws.

### 15.5 REQUIRED VEHICLE EQUIPMENT

- A. Government-owned or -leased vehicles shall be equipped with:
  - Safety seat belts for all passengers
  - First aid kit
  - Window scraper (for areas subject to snow and ice)
  - Fire extinguisher
  - Reflectors and/or flares are required for certain class vehicles.
  - Warning markers, or reflectors and flashlight.

### 15.6 SAFETY PRACTICES

#### A. Employees operating Government Vehicles shall:

1. Do a walk-around inspection of the vehicle.
2. Check the windshield, wipers, and wiper fluid.
3. Keep windows, mirrors, and lights clean to better see and be seen.
4. Check headlights, turn signals, and front tires (including wheels and lug nuts).
5. Adjust mirrors.
6. Check taillights, reflectors, and rear tires.
7. Check brakes, steering and horn.
8. If the vehicle uses an alternative fuel or power source, familiarize yourself with the refueling procedures. (Specific training may be required for refueling.)
9. Secure all objects inside the cab and cargo areas.

#### B. While Driving:

1. Driver and all passengers shall always wear safety belts.
2. Honor the right-of-way of pedestrians.
3. Obey all posted speed limits.
4. Be aware of traffic situations developing far ahead of the vehicle. Use the rearview and sideview mirrors often and keep your eyes moving.

5. Avoid activities which interfere with safe operation (can include unsafe behaviors while eating, drinking, using cell phones, etc.).
6. No smoking allowed in government vehicles.
7. Do not read maps or other materials while driving.
8. Reduce speed when driving on wet hard-surfaced roads.
9. Passengers shall not ride in the enclosed cargo portion of a vehicle, or in the bed of pick-up trucks.
10. If vehicle is parked on a grade, follow these steps:
  - put the vehicle in park,
  - set the emergency brake,
  - turn the wheels into curb to avoid rolling.
  - Wheels should be blocked on hills where no curbs exist.
11. If stopping for a vehicle emergency:
  - Pull off the highway as far as possible to a safe location.
  - Put the vehicle in park and set the emergency brake.
  - Activate hazard flashers.
  - Keep alert to passing traffic and exit vehicle only when safe to do so.
  - Raise hood and display emergency reflectors, triangles, or other warning devices.

#### 15.7 TRANSPORTING PASSENGERS:

A. Authorization: Drivers operating vehicles designed to transport more than 16 passengers (including the driver) must have a Commercial Driver's License and agency approval.

#### B. Vehicle equipment:

1. Manufacturer's standard seat with appropriate safety belts for every person carried by the vehicle. Refer to 49 CFR 392.9 for exception of bus passengers.
2. Steps for loading and unloading.
3. Right and left sideview mirrors.
4. A securely anchored safety partition separating passengers from tools/equipment. Emergency doors/access shall not be restricted or blocked in any way.

#### C. Precautions:

1. Every vehicle shall meet appropriate standards for carrying passengers.
2. Passengers shall ride inside the passenger compartment.
3. Passengers shall never be allowed to ride anywhere but on a manufacturer's-provided installed seat.

4. Equipment shall be secured in the vehicle so that loose items do not pose a hazard to the driver or passengers. Safety partitions or a container fastened to the vehicle should be used when the amount or type of equipment represents a significant hazard.

5. No safety cans or other containers with venting mechanisms, or containers of over one-gallon capacity of flammable or combustible liquids, can be transported inside passenger compartments of vehicles. Employees may not transport flammable or combustible containers (i.e. spray cans, etc.) inside vehicles when temperatures or other safety conditions preclude their safe transport.

## 15.8 EMERGENCY DRIVING

A. An emergency is either a declared national or state emergency, or a response to a short-term regional or area emergency.

B. During emergencies, employees will be allowed to drive up to two hours over the normal 10 hour limit if necessary, to complete the run or reach a place of safety for vehicle occupants and the security of the vehicle and its cargo. Employees shall not drive again until they have had at least 8 consecutive hours off duty. Employees shall not drive after being on duty more than 15 hours.

## 15.9 TRANSPORTATION OF HAZARDOUS MATERIALS

A. Transportation of Hazardous Chemicals:

Operators transporting hazardous chemicals will be properly licensed (CDL w/hazmat endorsement or other, as required), and trained in hazards of the specific chemicals they are transporting and in emergency procedures. Chemicals will be transported in containers or packaging meeting Department of Transportation 49 CFR requirements. Containers will be properly labeled and appropriate placarding will be placed on the vehicle if required. Applicable State and/or Federal requirements for shipping papers, bills of lading, or manifests will be followed.

B. Transportation of Explosives:

1. Any operator transporting explosives of any class must hold a valid state commercial motor vehicle operator's license (CDL) for the class of vehicle being operated, including any required hazardous materials endorsements. Drivers will be certified to transport explosives in accordance with 49 CFR, Part 383.

2. Operators must be familiar with traffic regulations and state laws regarding the transportation of explosives. A document describing the type and quantity of explosives shall be in the vehicle and readily available. When operating a vehicle with explosives, operators will have in their possession: 1) a document with instructions on what to do in the event of an accident or delay; 2) proper shipping papers; 3) a written route plan; and 4) a copy of 49 CFR, Part 397, which details motor carrier safety regulations. Vehicles that are required to be, will be placarded in accordance with applicable DOT regulations (49 CFR 172.500).

3. Other requirements, as detailed in NPS Director's Order #65, or applicable Federal or State regulations, will be adhered to. Operators and their supervisors will make themselves aware of requirements for the transportation of explosives, and specific requirements for the amount and class of explosives to be transported.

## **16. PERSONAL PROTECTIVE EQUIPMENT**

### **16.1 REFERENCES**

A. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 20.

B. 29 CFR, Part 1910, OSHA General Industry Standards, Subpart I.

1910.132	General Requirements
1910.133	Eye and Face Protection
1910.134	Respiratory Protection
1910.135	Head Protection
1910.136	Foot Protection
1910.137	Electrical Protective Equipment
1910.138	Hand Protection
1910.252	Welding
1910.1030	Bloodborne Pathogens

C. 29 CFR, Part 1926, OSHA Construction Standards, Subpart E.

1926.104	Safety belts, Lifelines, and Lanyards
1926.105	Safety Nets
1926.106	Working Over/Near Water

### **16.2 REQUIREMENTS**

A. Each operating unit will establish procedures, including a hazard assessment, to identify operations that require Personal Protective Equipment (PPE). Where use of PPE is indicated, the necessary equipment, (clothing, boots, gloves, etc.) fit testing, and training on use and maintenance of PPE will be provided by management.

1. For additional specific PPE requirements, see appropriate National Park Service Reference Manuals, for example, Reference Manual (RM) #18, for mandatory PPE requirements for Wildland Fire, etc.

B. A written certification that the workplace hazard assessment has been performed, including the date of the hazard assessment, should be on record in the operating unit, as required in 29 CFR 1910.132(d).

**NOTE:** The Uniform Allowance shall not be used for Personal Protective Equipment.

## **17. CONTRACTOR SAFETY**

### **17.1 REFERENCES**

- A. Service Contract Act of 1965, as amended.
- B. Title 29, Code of Federal Regulations (CFR), Part 1926, "Occupational Safety and Health Standards for the Construction Industry."
- C. Federal Acquisition Regulations (FAR), 48 CFR, Parts 1-53.
- D. Title 36, Code of Federal Regulations (CFR), 4.1.
- E. Title 41, Code of Federal Regulations (CFR), 101-20.002-1.
- F. The Construction Safety Act of 1969, as amended.
- G. The Contract Work Hours and Safety Standards Act (40 USC 333).
- H. Title 40, Code of Federal Regulations (CFR), "Protection of Environment."

### **17.2 REQUIREMENTS**

- A. All Construction and Services Contractors and subcontractors will comply with all applicable safety and health provisions and requirements.
- B. The Contracting Officer will appoint a Contracting Officer's Technical Representative (COTR) for the contract.
  - 1. All Contracting Officer's Technical Representatives, regardless of program area, will have appropriate training in Occupational Safety and Health Administration (OSHA) Construction Standards, General Industry Standards, and Multi-Employer Work Site Standards.
  - 2. The Contracting Officer's Technical Representative (COTR) is responsible for:
    - a. Enforcement. The COTR is responsible for the enforcement of safety standards in the same manner as other contract requirements.
    - b. Advise of potential hazards. The COTR must advise contractors of potential unsafe or unhealthful working conditions that have been determined to exist or have the potential to occur on the job site. Providing information regarding hazardous substances is required by OSHA, 29 CFR 1926.59, Hazard Communication.

c. Inspect worksite. The COTR shall inspect (or ensure that a project inspector inspects) the worksite at reasonable intervals to ensure that the contractors and their employees are complying with safety and health standards applicable to the work being performed.

d. Corrective action. The COTR shall ensure corrective action is undertaken to rectify safety/health problems on the worksite within the time frame established.

e. Records. All safety and health deficiencies noted during inspections will be recorded and maintained in the project contract files.

f. Material Safety Data Sheets. The COTR shall ensure that Material Safety Data Sheets (MSDS) are provided for all hazardous materials used on the worksite.

g. Accident Reporting. Contractor accidents/incidents shall be reported, as soon as possible, to the COTR for investigation and reporting.

C. Any National Park Service operating unit developing a contract for services in excess of \$2,500 (except as provided in Paragraph (b) of the Services Contract Act), will include as a minimum, those requirements set forth in Title 48, Part 52.222-41(h), Safety and Sanitary Working Conditions, of the Federal Acquisition Regulations.

D. Any National Park Service operating unit engaged in construction contracts exceeding \$2,000 will include, as a minimum, a safety and health clause similar to that appearing in 48 CFR 52.236-13, Accident Prevention, of the Federal Acquisition Regulations.

E. The National Park Service requires contractors to have a substance abuse awareness program in place, and promote a "drug free" work environment, similar to that appearing in 48 CFR 52.223-6.

F. Operating Units will enforce safety and health requirements in contracts in the same manner as other contract requirements.

G. Construction, renovation, repairs, or change of occupancy of National Park Service (NPS) and concession facilities will meet applicable codes prior to occupancy. A document certifying code compliance will be on file in the park.

H. Any Interagency Agreement will include appropriate safety and health considerations. Where conflicts in safety and health standards exist the more stringent will apply.

## **18. OFF-THE-JOB SAFETY**

### **18.1 Requirements:**

A. Each NPS worksite should conduct on-the-job safety and health activities that encourage employee safety off-the-job.

## 18.2 Procedures:

### A. Program Manager, WASO Management:

Maintain a calendar of annual off-the-job safety topics (i.e., national campaigns) and distribute them to regional Risk Management contacts. The Program Manager should describe at what level NPS Risk Management will participate in any particular topic.

### B. Regional Risk Management Contacts:

Should forward off-the-job safety topics to all NPS operating units and assist, as needed, in incorporating these topics into the overall safety process.

### C. Park Safety Officer/Safety Point-of-Contact:

Should work with supervisors, managers, and the park safety committee to incorporate off-the-job safety topics into their overall safety process.

## **19. RESERVED (RADIATION SAFETY CHAPTER UNDER DEVELOPMENT)**

## **20. SUPPLEMENTAL INFORMATION SOURCES**

Operating Unit Managers should assure that the following supplemental information sources are available to managers and employees performing safety and health functions. As the NPS is in the process of converting its special directives and guideline series to a new Directives System, the following list may not reflect the latest guidance document. Please refer to the latest list of Director's Orders or to the appropriate program manager to determine whether a particular guideline has been superseded by some other guidance document on the same subject.

### A. GUIDELINES/DIRECTIVES

1. "Aviation Management" -- NPS Guideline #60
2. "Cave Radiation Safety/Health" -- NPS Guideline #14
3. "Concessions" -- NPS Guideline #48
4. "Cultural Resource Management" -- Director's Order #28
5. "Dams, Maintenance, Operation, Safety" -- NPS Guideline #40
6. "Diving Management" -- Director's Order #4

7. "Emergency Medical Services" -- NPS Guideline #51
8. "Explosives Use and Blasting Safety" -- Director's Order #65
9. "Wildland Fire Management" -- Director's Order #18
10. "Housing Design and Rehabilitation" -- NPS Guideline #76
11. "Interpretation and Visitor Service" -- NPS Guideline #6
12. "Law Enforcement" -- NPS Guideline #9
13. "Occupational Medical Standards, Health and Fitness" -- Director's Order #57
14. "Natural Resources Management" -- Director's Order #77-1
15. "Public Health" -- Director's Order #83
16. Public Health Service Environmental Disease Pamphlets
17. "Structural Fire" -- NPS Guideline #58
18. "Watercraft Safety" -- Departmental Manual (DM) 485, Chapter 22

## B. WEB PAGES

1. U.S. HHS, Center for Disease Control (CDC) <http://www.cdc.gov>
2. NPS Risk Management Web Page <http://www.nps.gov/riskmgmt>
3. U.S. DOL, Occupational Safety and Health Administration <http://www.osha.gov>
4. U.S. DOI, "SafetyNet" <http://www.safetynet.smis.doi.gov>
5. U.S. DOI, National Interagency Fire Center (NIFC) <http://www.nifc.gov>
6. U.S. Consumer Products Safety Commission (CPSC) <http://www.cpsc.gov>
7. National Safety Council (NSC) <http://www.nsc.org>
8. National Fire Protection Association (NFPA) <http://www.nfpa.org>

## **21. HELPFUL TERMINOLOGY**

Abatement Plan: A written plan identifying program deficiencies, a timetable for correction, the individual(s) responsible for correction, and the steps to be taken in the interim.

Authority Having Jurisdiction (AHJ): The AHJ is the designated individual or office responsible for approving equivalencies, exemptions, new installations, equipment, and procedures.



DASHO: Designated Agency Safety and Health Official. A person with sufficient authority to represent the interest of the organization and be responsible for the management and administration of the organization's safety and health program.

DSHO: Designated Safety and Health Official. (See DASHO.)

Department(al): Department of Interior and its bureaus.

Imminent Danger: Conditions or practices that exist in any place of employment which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of such danger can be eliminated through enforcement procedures. (29 CFR 1903.13)

Management Report: A Board of Investigation (BOI) written report from the operating unit manager to the Bureau DASHO through the NPS Risk Management Program Manager, containing the results of the investigation, opinions as to why management control systems failed, and corrective action to be taken to prevent similar accidents with assignments and follow-up dates.

Operating Unit: Refers to parks, monuments, sites, central offices, centers, and any other locations where NPS employees work.

Operating Unit Manager: Superintendent, Site Manager, Support Office Superintendent, Training Center Superintendent, Service Center Manager, etc.

Passenger Vehicles: Pickups, passenger cars, vans, 4-wheel-drive Sport Utility Vans (SUV's). Does not include buses, emergency service vehicles, vehicles carrying hazardous materials requiring placarding.

Serious Accident: Department-related accident/incident that results in:

- a. One or more job-related fatalities, or imminently fatal injuries or illnesses to employees or to others as a result of an employee action or Departmental Activity.
- b. Three (3) or more persons hospitalized.
- c. Property damage and/or operating loss of \$250,000 or more.
- d. Consequences that the Bureau DASHO judges to warrant further investigation procedures.

Serious Accident Investigation: A process used to establish the facts and sequence of events related to an accident/incident, to determine the contributing causes of the accident, including management system deficiencies, when applicable. It will identify ways to prevent a recurrence of the accident in any Departmental operation. Neither the Serious Accident Investigation (SAI) process nor any of its products are to be used to place blame assess monetary penalties, or as a basis for disciplinary action.

Serious Accident Investigation Team (SAIT): A team of at least four members, appointed by the Bureau DASHO or Designee, to investigate a serious accident and report facts and findings to the operating unit manager for further action. SAI Team Members are as follows:

1. Team Leader: Receives the delegation of authority from the DASHO and is responsible for all activities required to accomplish the objectives of the investigation.
2. Accident Investigation Advisor: A Safety and Health Professional responsible for advising the Team Leader on occupational safety and health issues pertinent to the investigation. (NPS Safety Specialist/Manager or Risk Manager)
3. Chief Investigator: A qualified accident investigation specialist, not from the region experiencing the accident, who is responsible for the direct management of all the investigative activities. Must have completed a Department of Interior (DOI) Serious Accident Investigation Course.
4. Technical Specialists: Individuals with specific technical expertise or skills needed to support the SAIT operations. (i.e., a Human Factors Specialist)
5. Documentation Leader: Responsible for maintaining accurate and complete accident investigation files, Investigation File Package, ensuring appropriate security of all materials, and preparing documents for the investigative team.
6. Park Investigator: A representative of the operating unit who is familiar with the scene of the accident and all facts obtained upon first response.